

## **CODE INSPECTOR I/II**

# Purpose:

To actively support and uphold the City's stated mission and values. Performs a variety of technical and field duties in the enforcement and support of design aesthetics, construction review, and neighborhood enhancement, nuisance, rental housing, sign, and/or zoning ordinances.

# **Supervision Received and Exercised:**

### Code Inspector I

Receives immediate supervision from higher level inspectors or from other supervisory or management staff.

## Code Inspector II

Receives general supervision from higher level inspectors, or from other supervisory or management staff.

# **Distinguishing Characteristics:**

## Code Inspector I

This is the entry-level training class in the code inspector series. This class is distinguished from the Code Inspector II by the performance of more routine tasks and duties under closer supervision.

#### Code Inspector II

This is the journey level class within the Code Inspector series. Employees within this class are distinguished from the Code Inspector I by the performance of the full range of duties as assigned, including skilled building, neighborhood enhancement, and nuisance, rental housing, sign and/or zoning inspections. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this class are expected to work independently, exercising judgment and initiative.

## **Essential Functions:**

Duties may include, but are not limited to, the following:

- Respond to complaints from the public, orally and in writing. Investigate
  possible violations of city nuisance, zoning and/or sign codes; identify
  violations, properties and signs not in compliance and follow-up with
  warnings, notices and citations to ensure compliance with city codes. Work
  with citizens, property and business owners to correct violations.
- Carry out preventive enforcement and conduct field inspections; patrol assigned areas of the City to locate and observe violations of city codes including signs, zoning, nuisance, environment, swimming pool, neighborhood enhancement and health and safety ordinance violations.
- Provide field inspection information for plan check of working drawings; photograph sites before, during and after construction, renovation, and remodeling.
- Ensure compliance of landscape, lighting, mechanical screening, fence details, irrigation systems, and other related systems for department approval; inspect and photograph development sites to provide process information; provide design aesthetics and construction information and recommendations.
- Inspect and approve landscape and building plans for City ordinance compliance prior to issuing occupancy permits.
- Inspect and review construction plans and permits applications for conformance with City sign codes; issue sign permits and follow up to ensure compliance with permit approval.
- Assist in designing and reviewing landscape plans for conformance to applicable zoning ordinances, supervise and coordinate landscape installations; provide technical information and recommendations concerning design aesthetics, construction, lighting and landscape. Assist with special studies on public facilities, area plans and design review functions.
- Research case histories, approval documents, approved blueprints, property ownership records, sales tax licenses, aerial photos, microfilm records, utility records and other related documents as necessary.
- Provide information to the public, other City departments, architects, engineers, contractors, and interested parties regarding sign, zoning, design and other ordinance regulations, variances, related department programs and departmental policy.

- Prepare reports, document inspections, issue notices or letters, photograph property conditions and maintain required records. Use computer database for reporting and record keeping.
- Prepare cases for court actions, assist Attorney's office in determining appropriate disposition of outstanding cases; testify in court.
- May research information, prepare materials for, attend and provide technical assistance to the Board of Adjustment, Design Review Board, City Council and other civic groups; prepare and present sign requests to Board of Adjustment and Design Review Board.
- Perform related duties as assigned.

#### **Minimum Qualifications:**

## **Experience:**

#### Code Inspector I

One year of public contact experience in such organizational environments as technical inspection, planning, architecture, landscape design, building permits, engineering, law enforcement, investigative or other directly related to the core functions of this position.

## Code Inspector II

Two years of responsible experience in technical inspection, planning, architecture, landscape design, building permits, engineering, law enforcement, investigative or a directly related to the core functions of this position. One year of the required experience must be equivalent to a Code Inspector I.

#### **Education:**

#### Code Inspector I

Equivalent to the completion of the twelfth grade, supplemented by courses in planning, engineering, law enforcement, inspection/investigation, drafting, graphic design, communications or a degree related to the core functions of this position.

#### Code Inspector II

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Code Inspector I/II (continued)

Equivalent to the completion of the twelfth grade, supplemented by courses in planning, engineering, law enforcement, inspection/investigation, drafting, graphic design, communications, landscape design or a degree related to the core functions of this position.

Licenses/Certifications:

Code Inspector I

Requires the possession of a valid driver's license at the time of application.

Code Inspector II

Requires the possession of a valid driver's license at the time of application.

**Examples of Physical and/or Mental Activities:** 

(Pending)

**Competencies:** 

(Pending)

Job Code: 161/200

Status: Non-Exempt / Classified